

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 20

1 DATE OF ORDER 11/04/2015		2 CONTRACT NO. (If any) EP-W-14-020		6 SHIP TO	
3 ORDER NO 0065		4 REQUISITION/REFERENCE NO PR-OSWER-16-00014		a NAME OF CONSIGNEE Priscilla Halloran	
5 ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
7 TO FLORIDA HENDRICKS				c CITY Washington	d STATE DC
a NAME OF CONTRACTOR SRA INTERNATIONAL, INC.				e ZIP CODE 20460	
b COMPANY NAME				f SHIP VIA	
c STREET ADDRESS 4300 FAIR LAKES COURT				8 TYPE OF ORDER	
d CITY FAIRFAX				<input type="checkbox"/> a PURCHASE REFERENCE YOUR  <input checked="" type="checkbox"/> b DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract	
e STATE VA		f ZIP CODE 220334232		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated	

9 ACCOUNTING AND APPROPRIATION DATA See Schedule				10 REQUISITIONING OFFICE HPOD	
11 BUSINESS CLASSIFICATION (Check appropriate box(es))					12 FOB POINT Destination
<input type="checkbox"/> a SMALL <input checked="" type="checkbox"/> b OTHER THAN SMALL <input type="checkbox"/> c DISADVANTAGED <input type="checkbox"/> d WOMEN-OWNED <input type="checkbox"/> e HUBZone <input type="checkbox"/> f SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h EDWOSB					
13 PLACE OF		14 GOVERNMENT B/L NO		15 DELIVER TO FOB POINT ON OR BEFORE (Date)	
a INSPECTION	b ACCEPTANCE				

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 097779698 The purpose of this Task Order is to procure the services of the Contractor to perform the duties as outlined in the US G7 Workshop Design and Facilitation Support Statement of Work. A Cost Estimate and Work Continued ...					
18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		17(n) TOTAL (Cost pages)
21 MAIL INVOICE TO						
a NAME RTP Finance Center				\$3,000.00		17(i) GRAND TOTAL
b STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$3,000.00		
c CITY Durham		d STATE NC	e ZIP CODE 27711			

22 UNITED STATES OF AMERICA BY (Signature)	23 NAME (Typed) Patrice L. Cunningham TITLE CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO

11/04/2015

EP-W-14-U20

ORDER NO

0065

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Plan is due to EPA within ten business days from the date of this Order.  FOCOR: Priscilla Halloran Max Expire Date: 03/31/2017  Admin Office:  HPOD  US Environmental Protection Agency  Headquarters Procurement Operations  Ariel Rios Building  1200 Pennsylvania Avenue, NW  Washington DC 20460  Period of Performance: 11/04/2015 to 03/31/2017</p> <p>Task Order Funding</p> <p>Accounting Info:  16-17-B-31M-302DA1-2585-1631MRP003-001  BFY: 16 EFY: 17 Fund: B Budget Org:  31M Program (PRC): 302DA1 Budget  (BCC): 2585 DCN - Line ID:  1631MRP003-001  Funding Flag: Partial  Funded: \$3,000.00</p>				3,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$3,000.00

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Prescribed by GSA FPMR (41 CFR) 101-11.6

**Contract EP-W14-020**

**TITLE: US G7 Workshop Design and Facilitation Support**

**ABSTRACT:** The primary purpose of this task order is to assist in the design, planning and facilitation of the US Government-hosted (US-hosted) collaborative workshop under the G7 Alliance on Resource Efficiency (G7 Alliance). Workshops conducted under the G7 Alliance serve to bring together government, business, NGO and other stakeholder representatives from across the G7 countries to share best practices and knowledge and create networks on a voluntary basis. The US Environmental Protection Agency's Office of Solid Waste and Emergency Response Assistant Administrator serves as the US Government's representative for the G7 Alliance. The US-hosted workshop will focus on the supply chain as a grouped stage within the life cycle and will share best practices that facilitate resource efficiency and sustainable materials management from the auto sector with potential transferability to other sectors. This task order is being carried out under the Office of Resource Conservation and Recovery that implements the Resource Conservation and Recovery Act and the Sustainable Materials Management Program. This task order is being funded by the Office of Resource Conservation and Recovery. The workshop will be held either in Washington, DC, or a major "auto hub" state such as Tennessee or Michigan.

**I. BACKGROUND**

On October 2, 2015, the Group of Seven (G7) officially launched the G7 Alliance on Resource Efficiency (G7 Alliance) (agenda attached). The countries comprising the G7 include Canada, France, Germany, Italy, Japan, the United Kingdom and the United States. The Leaders' Declaration<sup>1</sup> at the G7 Summit on June 7 and 8, 2015 formed this G7 Alliance making resource efficiency a priority of the G7. The Declaration calls for the establishment of the G7 Alliance as a forum to "share knowledge and create networks on a voluntary basis" and "to collaborate with businesses, SMEs (small and medium enterprises), and other relevant stakeholders to advance opportunities offered by resource efficiency, promote best practices, and foster innovation." The G7 Alliance builds on the Kobe 3R Action Plan<sup>2</sup> and other existing initiatives to take action to improve resource efficiency as part of broader strategies to promote sustainable materials management and material-cycling societies and embrace systems thinking and life-cycle decision-making.

The US EPA Office of Solid Waste and Emergency Response's Assistant Administrator (OSWER's AA) has been serving as the US Government's representative in the development and implementation of the G7 Alliance over the last year. OSWER's AA serves as EPA's sustainable materials management (SMM)<sup>3</sup> champion. We see the G7 Alliance as a platform to elevate the SMM message.

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<sup>1</sup> <https://www.whitehouse.gov/the-press-office/2015/06/08/g-7-leaders-declaration>

<sup>2</sup> <https://www.env.go.jp/en/focus/attach/080610-a5.pdf>

<sup>3</sup> <http://www2.epa.gov/smm>

Sustainable Materials Management recognizes that our environmental and human health issues are increasingly complex and we need to change and innovate in order to solve them. Historically, environmental protection has been narrowly focused such as on single-impact, single life stage, political boundaries and efficiency. Sustainable materials management views everything used, wasted and released across the life cycle or system. It identifies, prioritizes and addresses the important system/life cycle issues. SMM, a term used by the OECD and the U.S. EPA among other organizations, seeks the most productive and sustainable use of materials across their lifecycle, minimizing the amounts of materials involved and all associated environmental impacts. Life-cycle based decision-making and integrative approaches sought through SMM recognize that a systems approach offers greater opportunities for addressing environmental issues than traditional resource, waste and chemicals management approaches and represents a change in how we think about environmental impacts and economic opportunities. Concepts such as the circular economy, 3Rs (reduce, reuse, recycle), and resource efficiency share some of the same principles as SMM. And these principles need to be applied at all levels from the community to the global economy. SMM facilitates, among other environmental goals, resource conservation, fulfilling a key objective of the Resource Conservation and Recovery Act. The Office of Resource Conservation and Recovery implements the Sustainable Materials Management Program.

The G7 Alliance on Resource Efficiency offers opportunities to reduce the burden on the environment while strengthening the sustainability, competitiveness and growth of the economy, and requires productive collaboration amongst policy makers, business, NGOS, academia and consumers. It is an important avenue for promoting SMM across the largest economies in the world, a needed understanding in a world with interconnected economies.

The next steps under the G7 Alliance are a series of topic specific workshops to identify and share best practices. At these workshops, G7 countries should be represented and, where appropriate, share their best practices. The United Kingdom and Germany are co-hosting the first workshop to be held on October 29-30, 2015 (agenda attached). This workshop will focus on industrial symbiosis – an approach to directly match industry sectors and facilities to maximize the reuse of materials in manufacturing.

The US will host a workshop on March 2-3, 2016 examining the supply chain as a grouped stage within the life cycle and will share best practices that facilitate resource efficiency and sustainable materials management from the auto sector with potential transferability to other sectors. While a workshop location has not been determined, we have tentatively identified Washington, DC. Other possible locations could be where an “auto manufacturing hub” such as Tennessee or Michigan exist. However, for the purposes of developing a cost estimate for this task order, it should be assumed that the workshop will be held in a hotel in downtown Washington, DC. We expect between one hundred and two hundred attendees from all seven countries. Most of the attendees likely will be from governments and businesses related to the auto industry. Other attendees will come from international organizations, NGOs, and other economic sectors.

Getting organizations to identify and address impacts across their value chain, in particular the supply chain, is critical for sustainability. For many sectors, some of their most significant environmental impacts reside in the supply chain (i.e., life cycle “hotspots”). However, the complexity of supply chains can make addressing these impacts a challenge. The auto sector in the US is actively engaged in improving their operations, supply chain, and communities in which they operate. In keeping with an SMM prioritization approach, best practices and successes shared at the US-hosted workshop should relate to life cycle impact hotspots. In addition, we would like to see the workshop produce tangible, concrete outcomes/efforts. We anticipate holding at least two additional meetings/workshops in support of those outcomes/efforts later in 2016.

Each year a different country assumes Presidency of the G7. Presently, Germany holds the Presidency and in January 2016, it moves to Japan. Both Germany and Japan has expressed support for and interest in the US-hosted workshop. We do not know if this means the US-hosted workshop will be co-hosted. Also, both Germany and Japan have noted an interest in having auto companies from their countries participate in the workshop. The US auto sector’s Suppliers Partnership for the Environment (SP) will be collaborating with EPA on this workshop, however EPA will make the final decisions. SP grew out of an EPA voluntary pollution prevention program called the Green Suppliers Network. Also, EPA will be contacting other US government agencies to determine interests in and create a unified US Government message around this US-hosted G7 workshop, as well as avoid sensitive issues. Collaborating across countries and a highly competitive industry will make designing, planning and holding a successful US-hosted workshop challenging.

## **II. SCOPE OF WORK – TASKS**

The purpose of this task order is to support the design, planning, facilitation, conductance and related follow-up activities of the US Government-hosted G7 Alliance on Resource Efficiency workshop. Note: the workshop will be by invitation.

### **ASSUMPTIONS – overview of whole SOW Tasks A, B & C**

#### **For the US-hosted G7 workshop:**

- Design and planning:
  - Four in-person 1.5 hour meetings, one of which occurs after the workshop, to take place at EPA’s Potomac Yard North building in Crystal City, Virginia. Meetings will be with EPA’s G7 team.
  - Twenty-seven one-hour conference calls - twelve with EPA’s G7 team, three with EPA/SP team, two with EPA/G7 and ten with workshop presenters. EPA will provide conference call line. Between seven and twenty participants in joint calls.
- Workshop: One two-day in-person 8 hours/day workshop at a hotel in downtown Washington, DC. Workshop may include two-three concurrent breakout sessions. Up to 200 participants: 60 government and 140 a mix of businesses, NGOs, academia and international organizations.

#### **For two follow-up events:**

- Design and planning:
  - Two in-person 1.5 hour meetings to take place at EPA's Potomac Yard North building in Crystal City, Virginia. Meetings will be with EPA's G7 team.
  - Thirty one-hour conference calls - ten with EPA's G7 team and twenty with EPA/partner team. EPA will provide conference call line. Between seven and twenty participants in joint calls.
- Events: Two one-day, in-person 8 hour events at a hotel in downtown Washington, DC. Events may include two concurrent breakout sessions. Up to 50 participants: 15 government and 35 a mix of businesses, NGOs, academia and international organizations.

#### **A. PRELIMINARY WORK – WORK PLAN, BUDGET AND TASK ORDER MANAGEMENT**

1. The Contractor shall select a senior dispute resolution professional(s) to act as convener(s) and facilitator(s) for this project in consultation with the Project Officer (PO) and Task Order Contracting Officer Representative (TOCOR). The dispute resolution professional shall have the following experience, skills, knowledge or educational background:
  - Experience in and understanding of the field of sustainability;
  - Experience in facilitating multinational workshops and meetings, including ones associated with sustainability and life cycle assessment;
  - Experience facilitating US government workshops and meetings;
  - Creative problem solving and/or visioning techniques;
  - Meeting/conference planning and facilitation skills; and
  - Effective communication (oral and written) skills
2. The contractor shall communicate with the EPA PO and TOCOR within five days after receipt of the task order request to determine whether a meeting to discuss substantive and procedural issues and define potentially involved interests and parties is needed prior to submitting the work plan.
3. The contractor shall submit a work plan in accordance with the requirements of this contract. The workplan shall include:
  - Procedures for substitution of labor categories in the event of temporary or permanent personnel changes;
  - Outline of quality assurance/quality control procedures for deliverables;
  - Information on Conflict of Interest checks for the proposed provider; and
  - Budget information by option period in projects that will phased over a longer period of performance.

4. The prime contractor shall be responsible for oversight of deliverables on this Task Order and shall be responsible for transmission of monthly reports and invoices as required by the contract. No monthly report will be required in months with no substantive work.
5. Contractor personnel attending meetings, answering program help/phone lines, and working in other situations where their status is not obvious to third parties must be required to identify themselves as such to avoid creating the impression in the minds of members of the public that they are Government officials. In addition, confidential business information shall not be included in any part of this task order. The contractor shall keep confidential that information which parties specify as confidential.

#### **B. FACILITATION - US-HOSTED G7 ALLIANCE ON RESOURCE EFFICIENCY WORKSHOP**

The EPA TOCOR estimates that for design and planning phase there will be:

- Four in-person meetings of 90 minutes in length, one of which occurs after the workshop, to take place at EPA's Potomac Yard North building in Crystal City, Virginia. Meetings will be with EPA's G7 team.
- Twenty-seven conference calls of one hour in length - twelve with EPA's G7 team, three with EPA/SP team, two with EPA/G7 and ten with workshop presenters. EPA will provide conference call line.

The EPA TOCOR expects that for the workshop:

- Two days in length and each day lasting eight hours;
- Two to four concurrent breakout sessions;
- In-person at a hotel in downtown Washington, DC; and
- Up to 200 participants – government, businesses, NGOs, academia and international organizations.

1. **Design, Planning and Preparation Meetings:** The contractor shall meet with the EPA TOCOR, EPA G7 team, and stakeholder representatives to discuss the design, schedule and necessary background materials for the US-hosted G7 workshop. The contractor shall read background materials provided by the TOCOR in preparation for the planning meetings. At the initial or kick-off planning meeting, the government representatives shall provide more detailed information on discussions that have taken place internally at EPA and with external stakeholders to date, noting:
  - any goals and outcomes expected of the workshop;
  - sensitive and "out-of-bounds" issues;
  - list of potential invitees identified to date;
  - list of potential speakers identified to date;
  - list of potential workshop topics; and
  - history of previous related efforts and involvement of potential participants.

EPA will be contacting the G7 countries to establish government and other stakeholder interest in the workshop and its development. There is fast growing interest in the US-hosted workshop, thus the contractor shall develop a process to manage this growing interest to ensure a successful workshop.

Meeting agendas: The contractor shall provide a draft agenda to the EPA TOCOR for each planning meeting. The contractor may consult EPA and all relevant parties in preparing a draft agenda. Upon receipt and incorporation of EPA TOCOR comment, the contractor shall distribute the final agenda to the EPA TOCOR and meeting participants.

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The contractor shall keep confidential that information which parties specify as confidential.

The contractor shall facilitate all in-person meetings and conference calls or web communications meetings that include external stakeholders. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. In general, the workshop is about sharing best practices and is of a voluntary nature, therefore, it is important to identify sensitive and "out-of-bounds" topics related to the workshop. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible--towards the goals of the meetings. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.**

Meeting Summaries: The contractor shall provide draft brief meeting summaries to the EPA TOCOR, and the participants. Upon receipt and incorporation of comment, the facilitator shall distribute final meeting summaries to the EPA TOCOR, other participants per the process ground rules

2. **Operational Ground Rules/Operating Procedures:** Given the multinational, multi-stakeholder and collaborative nature of the workshop, and its focus on the auto sector, the contractor shall propose an initial draft of operational ground rules /operating procedures for the workshop, including adherence to antitrust laws if appropriate. EPA TOCOR will distribute this draft to appropriate parties for review and comment. The contractor shall finalize the ground rules or operating procedures based on feedback received. The contractor shall identify elements of the workshop ground rules/operating procedures such as antitrust statements that are appropriate for the planning meetings when other parties are involved.
3. **Workshop Agenda:** As a G7 Alliance on Resource Efficiency workshop, it is important that we confer/collaborate with Germany (presently holding the G7 Presidency) and Japan (assumes the G7 Presidency on January 1, 2016), at a minimum, as well as other interested G7 countries. EPA will be soliciting interest from G7 countries and will

provide this information to the contractor. Given the workshop is to be held March 2-3, 2016, EPA already has begun working with the Suppliers Partnership for the Environment (SP) in framing topic areas for the workshop agenda. **Our intent is to share a preliminary topic area agenda with Japan and Germany toward the end of November, preferably by November 20<sup>th</sup>.** EPA will provide the initial framing topic areas to the contractor once this task order is in place. The contractor shall develop a draft preliminary topic area agenda. The contractor may consult EPA and all relevant parties in preparing a draft preliminary topic area agenda. Upon receipt and incorporation of EPA TOCOR comments, the contractor shall develop a preliminary topic area agenda for distribution to G7 countries. Upon receipt and incorporation of EPA TOCOR comments, the contractor shall produce a draft agenda that can be distributed with workshop invitations, tentatively targeting early January. Upon receipt and incorporation of EPA TOCOR comments, the contractor shall produce a draft agenda with speakers. The contractor also shall produce draft meeting materials. Upon receipt and incorporation of EPA TOCOR comments the contractor shall produce the final agenda and meeting materials for website posting and distribution to the EPA TOCOR and workshop participants.

Other important milestones for the contractor to know:

Milestone	Tentative Date
Identify other G7 country interest	Email out end of Oct. 2015
Identify other Federal agency interest	Early Nov. 2015
Determine workshop location	Early Nov. 2015
Preliminary topic agenda share with Germany and Japan, other countries	Late Nov. 2015
Feedback from other countries on preliminary topic agenda	Mid-Dec. 2015
Invitations to workshop out	Early to mid-Jan. 2016
Workshop	March 2-3, 2016 (firm)

4. **Workshop Facilitation:** The contractor shall facilitate all plenary and breakout sessions. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. In developing the agenda for the workshop, sensitive and "out-of-bounds" issues should have been identified. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible-- towards the goals of the workshop. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.**
5. **Workshop Venue and Logistics:** The contractor shall provide:
  - An appropriate venue for the workshop in downtown Washington, DC for senior level G7 representatives and stakeholders;

- All necessary equipment and supplies;
  - Registration, preferably on-line, its management, and provision of helpful information to registrants such as lodging (secured block of rooms) and transportation;
  - Confirmation of attendance of participants, including updates to the TOCOR at least once a week beginning six weeks prior to the workshop;
  - Electronic distribution of final agenda and materials to all confirmed participants prior to workshop
  - Final copying and distribution of meeting agenda and materials, and assembly of folders;
  - Development of up to six tweets to be released during workshop;
  - Preparation of name tags and sign-in sheets;
  - Greeting and welcoming participants as they arrive at the workshop; and
  - Electronic meeting evaluation for use by participants.
6. **Workshop Speakers/Presenters:** EPA will invite G7 countries to identify government and other stakeholder representatives interested in attending the workshop. This also will include identifying potential speakers for agenda topics. The contractor shall assist in arranging for speakers and presenters from across the G7 countries. The contractor shall assist in preparing speakers/presenters for their session.
7. **Note-taking and Workshop Summary:** The contractor shall take notes and capture key themes and findings during the workshop. The contractor shall furnish a draft final workshop summary report of the workshop to the PO (one copy) and TOCOR (one copy). The final report may be submitted in electronic format and shall be compatible with posting on EPA's website (i.e., 508 compliant). The contents shall include:
- (a) A two page executive summary of the workshop including the background, the topics discussed, best practices shared, issues raised participants and follow-up activities to be accomplished. The contractor shall include any graphics, charts or photographs that are useful in describing the activities of the participants or the accomplishments of the group.
  - (b) A half page public statement of the background and accomplishments of the workshop derived from the information above.
  - (c) Copies of or references to web url locations for agendas, documents and other materials compiled by or associated with the workshop (ground rules, agreements, statements, fact sheets, etc.);
  - (d) Mailing list for the participants or interested parties;
  - (f) A process reflection by the facilitator summarizing results of the effort, analysis of issues and balance of parties, procedural lessons learned, and recommendation for improvements for future G7 Alliance workshops. The contractor shall include

a description of what the facilitator did as facilitator to contribute to the success of the workshop.

The PO and TOCOR (in consultation with other key workshop development team members) will review the draft final report and provide comments and revisions as necessary. The contractor will prepare the final report incorporating their comments and revisions. The contractor shall provide one copy of the final report to the Project Officer and one copy to the Task Order Project Officer, and electronic copies to each workshop participant.

8. As directed by the TOCOR, the contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOCOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.

US-hosted Workshop Items Schedule		
Item	Due Date	Deliverable or Transmittal
Initial kick-off workshop planning meeting	Within one week after approval of the Task Order	
Submittal of work plan	10 days after receipt of task order	Deliverable
Draft meeting agendas	Day before scheduled meeting	Transmittal
Final meeting agendas	Day of scheduled meeting	Transmittal
Draft brief meeting summaries	Within two days after meeting	Transmittal
Final brief meeting summaries	Within two days after receipt of EPA TOCOR comments	Transmittal
Draft Operational Ground Rules/Operating Procedures for workshop and associated meetings	Within two weeks after approval of this task order	Transmittal
Final Operational Ground Rules/Operating Procedures for workshop and associated meetings	Within one week after receipt of EPA TOCOR comments	Transmittal
Draft preliminary workshop topic area agenda	Within two weeks after initial kick-off meeting	Transmittal
Preliminary workshop topic area agenda	Within one week after receipt of EPA TOCOR comments	Transmittal
Draft workshop agenda for distribution	Within one week after receipt of EPA TOCOR comment, but no later than January 8, 2016	Transmittal
Draft workshop agenda with speakers	No later than January 29, 2016	Transmittal
Final workshop agenda with speakers for distributions	Within two weeks after receipt of EPA TOCOR comments, but no later than February 26, 2016	Transmittal
Draft workshop background materials	No later than January 29, 2016	Transmittal
Final workshop background materials	Within two weeks after receipt of EPA TOCOR comment, but no later than February 26, 2016	Transmittal
Draft workshop evaluation	One month before workshop	Transmittal
Final workshop evaluation	Two weeks after receipt of EPA TOCOR	Transmittal

US-hosted Workshop Items Schedule		
Item	Due Date	Deliverable or Transmittal
	comments	
Workshop participant list updates	Once a week beginning two weeks after workshop invitations are sent	Transmittal
Draft final workshop summary report	One month after workshop	Transmittal
Final workshop summary report	Within two weeks after receipt of final EPA comments	Transmittal
Final task order report	Two weeks prior to period of performance end date	Deliverable

### C. FACILITATION – FOLLOW-UP EVENTS TO US-HOSTED G7 WORKSHOP

EPA is expecting there to be at least two follow-up events to the workshop. The topic and participants of these follow-up events will be based on findings and potential informal agreements made during the workshop. Therefore, it remains unclear whether these events will be collaborative within the US or with other countries. For the purposes of costing this part of the task order, the contractor shall assume other G7 countries are involved. Further, the contractor shall assume these events are held sequentially.

The EPA TOCOR expects that there will be:

- Two in-person 1.5 hour meetings to take place at EPA's Potomac Yard North building in Crystal City, Virginia. Meetings will be with EPA's G7 team.
- Thirty one-hour conference calls: ten with EPA's G7 team and twenty with EPA/partner team. EPA will provide conference call line. Between 7 and 20 participants in joint calls.
- Two one-day, in-person 8 hour event at a hotel in downtown Washington, DC. Two concurrent breakout sessions. Up to 50 participants: 15 government and 35 a mix of businesses, NGOs, academia and international organizations.

1. **Design, Planning and Preparation Meetings:** The contractor shall meet with the EPA TOCOR, EPA G7 team, and stakeholder representatives to discuss the design, schedule and necessary background materials for the events. The contractor shall read background materials provided by the TOCOR in preparation for the planning meetings. There shall be an initial kick-off planning meeting with the EPA G7 team.

Meeting agendas: The contractor shall provide a draft agenda to the EPA TOCOR for each planning meeting. The contractor may consult EPA and all relevant parties in preparing a draft agenda. Upon receipt and incorporation of EPA TOCOR comment, the contractor shall distribute the final agenda to the EPA TOCOR and meeting participants.

The contractor shall communicate in person, by phone or in writing with participants and between meetings to ensure that issues and concerns have been communicated accurately and that participants are adequately prepared for the next meeting. The contractor shall keep confidential that information which parties specify as confidential.

The contractor shall facilitate all in-person meetings and conference calls or web communications meetings that include external stakeholders. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible-- towards the goals of the meetings. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.**

Meeting Summaries: The contractor shall provide draft brief meeting summaries to the EPA TOCOR, and the participants. Upon receipt and incorporation of comment, the facilitator shall distribute final meeting summaries to the EPA TOCOR, other participants per the process ground rules

2. **Operational Ground Rules/Operating Procedures:** Given the multinational, multi-stakeholder and collaborative nature of the events, the contractor shall propose an initial draft of operational ground rules /operating procedures, including adherence to antitrust laws if appropriate. EPA TOCOR will distribute this draft to appropriate parties for review and comment. The contractor shall finalize the ground rules or operating procedures based on feedback received. The contractor shall identify elements of the workshop ground rules/operating procedures such as antitrust statements that are appropriate for the planning meetings when other parties are involved.
3. **Event Agenda:** The contractor shall prepare agendas for each event. The contractor shall develop a draft event agenda. The contractor may consult EPA and all relevant parties in preparing a draft agenda. Upon receipt and incorporation of EPA TOCOR comments, the contractor shall produce a draft agenda with speakers. Upon receipt and incorporation of EPA TOCOR comments the contractor shall produce the final agenda for website posting and distribution to the EPA TOCOR and event participants.
4. **Event Facilitation:** The contractor shall facilitate all plenary and breakout sessions. As facilitator the contractor shall assist participants in articulating their interests, identifying areas of agreement, and developing consensus solutions to the problems that divide them. As facilitator, s/he shall keep the parties talking, listening, and moving--as much as possible-- towards the goals of the workshop. **THE FACILITATOR SHALL NOT TAKE A POSITION ON THE MERITS NOR RECOMMEND TO THE PARTIES WHAT THE SUBSTANTIVE RESOLUTION OF AN ISSUE SHOULD BE.**
5. **Event Venues and Logistics:** The contractor shall provide for each event:
  - An appropriate venue for the event in downtown Washington, DC;
  - All necessary equipment and supplies;
  - Registration, preferably on-line, and its management;
  - Confirmation of attendance of participants, including updates to the TOCOR at least once a week beginning six weeks prior to the event;

- Electronic distribution of agenda and materials to all confirmed participants one week prior to event;
  - Final copying and distribution of meeting agenda and materials, and assembly of folders;
  - Development of up to three tweets to be released during event;
  - Preparation of name tags and sign-in sheets;
  - Greeting and welcoming participants as they arrive at the event; and
  - Electronic meeting evaluation for use by participants.
6. **Event Speakers/Presenters:** The contractor shall provide speaker/presenter support for each event. EPA will invite event partners to identify government and other stakeholder representatives interested in attending the event. This also will include identifying potential speakers for agenda topics. The contractor shall assist in preparing speakers/presenters for their session.
7. **Note-taking and Event Summary:** The contractor shall take notes and capture key themes and findings for each event. The contractor shall furnish a draft final event summary report to the PO (one copy) and TOCOR (one copy). The final report may be submitted in electronic format and shall be compatible with posting on EPA's website (i.e., 508 compliant). The contents shall include:
- (a) A two page executive summary of the event including the background, the topics discussed, outcomes expected, issues raised participants and follow-up activities to be accomplished. The contractor shall include any graphics, charts or photographs that are useful in describing the activities of the participants or the accomplishments of the group.
  - (b) A half page public statement of the background and accomplishments of the workshop derived from the information above.
  - (c) Copies of or references to web url locations for agendas, documents and other materials compiled by or associated with the event (ground rules, agreements, statements, fact sheets, etc.);
  - (d) Mailing list for the participants or interested parties;
  - (f) A process reflection by the facilitator summarizing results of the effort, analysis of issues and balance of parties, procedural lessons learned, and recommendation for improvements for future events around this type of collaboration. The contractor shall include a description of what the facilitator did as facilitator to contribute to the success of the event.

The PO and TOCOR (in consultation with other key event development team members) will review the draft final report and provide comments and revisions as necessary. The

contractor will prepare the final report incorporating their comments and revisions. The contractor shall provide one copy of the final report to the Project Officer and one copy to the Task Order Project Officer, and electronic copies to each event participant.

8. As directed by the TOCOR, the contractor shall participate in a post-process debriefing with EPA officials, including the PO, TOCOR and Technical Directive and relevant EPA management, to discuss lessons learned and next steps.

<b>Events Items Schedule</b>		
<b>Item</b>	<b>Due Date</b>	<b>Deliverable or Transmittal</b>
Initial kick-off events planning meeting	One month after workshop	
Draft meeting agendas	Day before scheduled meeting	Transmittal
Final meeting agendas	Day of scheduled meeting	Transmittal
Draft brief meeting summaries	Within two days after meeting	Transmittal
Final brief meeting summaries	Within two days after receipt of EPA TOCOR comments	Transmittal
Draft Operational Ground Rules/Operating Procedures for events and associated meetings	Within two weeks after initial kick-off events planning meeting	Transmittal
Final Operational Ground Rules/Operating Procedures for events and associated meetings	Within one week after receipt of EPA TOCOR comments	Transmittal
Draft event agenda	TBD through technical direction from EPA TOCOR	Transmittal
Final event agenda	Within two weeks after receipt of EPA TOCOR comments.	Transmittal
Draft event background materials	TBD through technical direction from EPA TOCOR	Transmittal
Final event background materials	Within two weeks after receipt of EPA TOCOR comment	Transmittal
Draft event evaluation	One month before event	Transmittal
Final event evaluation	Two weeks after receipt of EPA TOCOR comments	Transmittal
Event participant list updates	Once a week beginning two weeks after event invitations are sent	Transmittal
Draft final event summary report	One month after event	Transmittal
Final event summary report	Within two weeks after receipt of final EPA comments	Transmittal

### III. WORK APPROACH

#### A. ADR and Public Participation Best Practices:

The Contractor shall approach this task in accordance with terms of the basic contract and according to the established norms and ethical standards of ADR professionals. Based on EPA's evaluation of a large number of ADR cases, the Agency has determined that the following practices are significantly related to positive substantive, relational, and procedural

outcomes from ADR cases. The contractor shall ensure that this direction is provided to ADR professionals providing services under this task order:

- Prior to the mediation or facilitation and throughout the process, the ADR professional shall inquire about whether individual participants have the time, financial, and logistical resources necessary to participate effectively in the process and -- where resources are inadequate -- assist them in identifying appropriate resources or in making necessary adjustments to the process to accommodate resource constraints.
- The ADR professional shall assist the participants in identifying the issues that are important to resolving any controversy and solutions that will address the needs shared by the participants.
- The ADR professional shall conduct the process to promote active engagement from all participants.
- The ADR professional shall explore with the participants appropriate ways to incorporate high quality and relevant information resources necessary to resolve the issues.
- To support productive dialogue and effective implementation of any agreements reached by the participants, the ADR professional shall ensure that participants have appropriate authority to make commitments on behalf of their organizations.

#### B. Ethical Codes of Conduct:

The Contractor shall ensure that ADR professionals serving as neutral third parties under this contract receive information about and perform in accordance with ethical codes applicable to the practice of dispute resolution professionals. Relevant examples of ethical codes include those adopted by:

- the American Arbitration Association, American Bar Association, Association for Conflict Resolution:  
([http://www.aacrn.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05\(1\)\(1\).pdf](http://www.aacrn.org/uploadedFiles/Practitioner/ModelStandardsOfConductforMediatorsfinal05(1)(1).pdf))
- the International Association of Facilitators: (<http://www.iaf-world.org/aboutiaf/CodeofEthics.aspx>)
- the International Association for Public Participation:  
(<http://iap2.affiniscape.com/displaycommon.cfm?an=1&subarticlenbr=8>)

#### C. Confidentiality

All parties to this task order acknowledge that the confidentiality provisions of the Administrative Dispute Resolution Act, 5 U.S.C. Section 574 shall govern the contractor's alternative dispute resolution activities (if any) under this task order.

#### D. Contractor Representation

In gathering information or performing tasks with parties outside the EPA, the contractor will identify him/herself as a contractor to EPA, not an EPA employee.

The Contractor shall provide input or make recommendations based on the information gathered, however, decisions on all substantive issues will be made by EPA. **THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE. THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.**

E. Status Notifications:

**THE CONTRACTOR SHALL NOTIFY THE EPA PROJECT OFFICER AND PROGRAM OFFICE CONTACT WHEN 75% OF THE FUNDS PROVIDED HAVE BEEN EXPENDED OR WHEN FUNDING FOR LESS THAN 6 WEEKS WORK REMAINS.** The Contractor shall also notify the TOPO when 75% of the funds have been used on any single case assignment. Notifications shall be in writing and cc to the Project Officer.

F. Task Order Procedures, Constraints and Disclaimers

If out of town travel is required to accomplish the tasks under this task order, the contractor shall obtain advance approval for that trip and its costs in writing from the TOCOR, ATOCOR and/or the PO. To the extent possible, the contractor's per diem costs shall be within allowable limits set by GSA.

This task order is not funded by multiple appropriations. This task order does not provide for training of contractor personnel, provision of Government Furnished Property or Accountable Personal Property, leased items or property or IT products or services. The SOW does not include any tasks that are inherently governmental in nature or provide personal services. The SOW does not anticipate transferring or developing Confidential Business Information or Personally Identifiable Information to the contractor. This project will not involve collection of environmental data and so is not subject to needing an EPA Quality Assurance Plan. Printing shall be in accordance with limitations of the contract. This project does not involve the service provider conducting surveys, data collection or questionnaires. Development of communications products as a result of activities on this task order will be in compliance with EPA's Policy and Implementation Guide for Communications Product Development and Approval found at [HTTP://www.epa.gov/productreview/guide/index.html](http://www.epa.gov/productreview/guide/index.html).

The Contractor is directed to conduct Conflict of Interest checks and provide this information as a part of the Work Plan for TOCOR review and CO approval.

#### **IV. REPORTS AND DELIVERABLES**

The contractor shall send EPA all reports in accordance with the terms of the basic contract and the schedule set out below. The contractor shall provide a work plan within the schedule provided in the basic contract and set out below.

Copies of all reports, meeting notices, agenda, summaries and any other written deliverables shall be sent to both the PO and the TOCOR listed below.

All reports shall be provided first in draft form. Upon receipt of comment from the EPA PO and TOCOR, the contractor shall revise the report and distribute final copies as stated in the Scope of Work.

Submission dates for Transmittals may be changed via written Technical Direction from the TOCOR. Submission dates for Deliverables may only be changed via modification issued by the Contracting Officer. Deliverables are parenthetically noted net to item, items without this notation are considered transmittals.

<b>SUMMARY OF ITEMS SCHEDULE</b>		
<b>Item</b>	<b>Due Date</b>	<b>Deliverable or Transmittal</b>
Work Plan	Ten days from Task Order Issuance	Deliverable
Initial kick-off workshop planning meeting	Within one week after approval of the Task Order	
Draft meeting agendas	Day before scheduled meeting	Transmittal
Final meeting agendas	Day of scheduled meeting	Transmittal
Draft brief meeting summaries	Within two days after meeting	Transmittal
Final brief meeting summaries	Within two days after receipt of EPA TOCOR comments	Transmittal
Draft Operational Ground Rules/Operating Procedures for workshop and associated meetings	Within two weeks after approval of this task order	Transmittal
Final Operational Ground Rules/Operating Procedures for workshop and associated meetings	Within one week after receipt of EPA TOCOR comments	Transmittal
Draft preliminary workshop topic area agenda	Within two weeks after initial kick-off meeting	Transmittal
Preliminary workshop topic area agenda	Within one week after receipt of EPA TOCOR comments	Transmittal
Draft workshop agenda for distribution	Within one week after receipt of EPA TOCOR comment, but no later than January 8, 2016	Transmittal
Draft workshop agenda with speakers	No later than January 29, 2016	Transmittal
Final workshop agenda with speakers for distributions	Within two weeks after receipt of EPA TOCOR comments, but no later than February 26, 2016	Transmittal
Draft workshop background materials	No later than January 29, 2016	Transmittal
Final workshop background materials	Within two weeks after receipt of EPA TOCOR comment, but no later than February 26, 2016	Transmittal
Draft workshop evaluation	One month before workshop	Transmittal
Final workshop evaluation	Two weeks after receipt of EPA TOCOR comments	Transmittal
Workshop participant list updates	Once a week beginning two weeks after workshop invitations are sent	Transmittal
Draft final workshop summary	One month after workshop	Transmittal

SUMMARY OF ITEMS SCHEDULE		
Item	Due Date	Deliverable or Transmittal
report		
Final workshop summary report	Within two weeks after receipt of final EPA comments	Transmittal
Initial kick-off events planning meeting	One month after workshop	
Draft meeting agendas	Day before scheduled meeting	Transmittal
Final meeting agendas	Day of scheduled meeting	Transmittal
Draft brief meeting summaries	Within two days after meeting	Transmittal
Final brief meeting summaries	Within two days after receipt of EPA TOCOR comments	Transmittal
Draft Operational Ground Rules/Operating Procedures for events and associated meetings	Within two weeks after initial kick-off events planning meeting	Transmittal
Final Operational Ground Rules/Operating Procedures for events and associated meetings	Within one week after receipt of EPA TOCOR comments	Transmittal
Draft event agenda	TBD through technical direction from EPA TOCOR	Transmittal
Final event agenda	Within two weeks after receipt of EPA TOCOR comments.	Transmittal
Draft event background materials	TBD through technical direction from EPA TOCOR	Transmittal
Final event background materials	Within two weeks after receipt of EPA TOCOR comment	Transmittal
Draft event evaluation	One month before event	Transmittal
Final event evaluation	Two weeks after receipt of EPA TOCOR comments	Transmittal
Event participant list updates	Once a week beginning two weeks after event invitations are sent	Transmittal
Draft final event summary report	One month after event	Transmittal
Final event summary report	Within two weeks after receipt of final EPA comments	Transmittal
Final task order report	Two weeks prior to period of performance end date	Deliverable

## V. EPA CONTACTS

### EPA Task Order Contracting Officer Representative (TOCOR):

Priscilla Halloran

Municipal Source Reduction Branch

Resource Conservation and Sustainability Division

EPA/OSWER/ORCR

1200 Pennsylvania Avenue, NW (MC 5306P)

Washington, DC 20460

703-308-8802

[Halloran.priscilla@epa.gov](mailto:Halloran.priscilla@epa.gov)

For delivery: 2733 Crystal Drive, Potomac Yard North, 5<sup>th</sup> Floor, Arlington, VA 22202

**EPA Alternate Task Order Contracting Officer Representative**

Tiffany Kollar

Chemicals Management Branch

Resource Conservation and Sustainability Division

EPA/OSWER/ORCR

1200 Pennsylvania Avenue, NW (MC 5306P)

Washington, DC 20460

703-308-8675

[kollar.tiffanyv@epa.gov](mailto:kollar.tiffanyv@epa.gov)

For delivery: 2733 Crystal Drive, Potomac Yard North, 5<sup>th</sup> Floor, Arlington, VA 22202

**Supervisor of TOCOR:**

Elizabeth Resek, Chief

Municipal Source Reduction Branch

Resource Conservation and Sustainability Division

EPA/OSWER/ORCR

1200 Pennsylvania Avenue, NW (MC 5306P)

Washington, DC 20460

703-347-0391

[Resek.elizabeth@epa.gov](mailto:Resek.elizabeth@epa.gov)

For delivery: 2733 Crystal Drive, Potomac Yard North, 5th Floor, Arlington, VA 22202

**EPA Project Officer:**

Deborah Dalton/Terry Fenton

Conflict Prevention and Resolution Center (MC-2388A)

Environmental Protection Agency

1200 Pennsylvania Avenue, N.W.

Washington, DC 20460

Phone: (202) 564-2913/202-564-2090 Fax: (202) 501-1715

[dalton.deborah@epa.gov](mailto:dalton.deborah@epa.gov) / [fenton.terry@epa.gov](mailto:fenton.terry@epa.gov)

**VI. PERIOD OF PERFORMANCE**

The period of performance of this task order shall be until March 31, 2017.

**VII. LIST OF ATTACHMENTS**

Supporting materials will be provided directly to the service provider chosen.

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE		PAGE OF PAGES 1 3	
2 AMENDMENT/MODIFICATION NO 001		3 EFFECTIVE DATE 12/23/2015		4 REQUISITION/PURCHASE REQ NO PR-OSWER-16-00014	
5 PROJECT NO (if applicable)		6 ISSUED BY HPOD		7 ADMINISTERED BY (if other than item 6) CODE	
8 NAME AND ADDRESS OF CONTRACTOR (No. street county State and ZIP Code) SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		(x) 9A AMENDMENT OF SOLICITATION NO		9B DATED (SEE ITEM 11)	
CODE 097779698		FACILITY CODE		10A MODIFICATION OF CONTRACT/ORDER NO EP-W-14-020 0065 10B DATED (SEE ITEM 13) 11/04/2015	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (if required)  
 See Schedule Net Increase: \$197,000.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
X	D OTHER (Specify type of modification and authority) FAR 52.232-22

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return \_\_\_\_\_ 1 \_\_\_\_\_ copies to the issuing office.

14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

DUNS Number: 097779698

The purpose of this modification is to approve the Work Plan and Cost Estimate that was submitted by the contractor on 12-4 and accepted by the Task Order COTR on 12-16.

This modification increase the ceiling by \$442,194.48 and brings the total estimated cost from \$3,000.00 and sets it at \$445,194.48.

This modification provides incremental funding the amount of \$197,000 which brings the total obligated amount from \$3,000 to \$200,000.

TOCOR: Priscilla Halloran Max Expire Date: 03/31/2017

Continued ...

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print) Patrice L. Cunningham		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B CONTRACTOR/OFFEROR	15C DATE SIGNED	16C UNITED STATES OF AMERICA	16C DATE SIGNED 12/23/2015
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070  
 Previous edition unusable

STANDARD FORM 33 (REV. 10-83)  
 Prescribed by GSA  
 FAR (48 CFR) 53.243

<b>CONTINUATION SHEET</b>	REFERENCE NO OF DOCUMENT BEING CONTINUED EP-W-14-020/0065/001	PAGE OF 2 3
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NAME OF OFFEROR OR CONTRACTOR  
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Funding Only Action</p> <p>Total Amount for this Modification: \$442,194.48</p> <p>New Total Amount for this Version: \$445,194.48</p> <p>New Total Amount for this Award: \$445,194.48</p> <p>Obligated Amount for this Modification:</p> <p>\$197,000.00</p> <p>New Total Obligated Amount for this Award:</p> <p>\$200,000.00</p> <p>Incremental Funded Amount changed: from</p> <p>\$3,000.00 to \$200,000.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Amount changed</p> <p>from \$3,000.00 to \$445,194.48</p> <p>Obligated Amount for this modification:</p> <p>\$197,000.00</p> <p>Incremental Funded Amount changed from \$3,000.00</p> <p>to \$200,000.00</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD</p> <p>Amount changed from \$3,000.00 to \$445,194.48</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>16-17-B-31M-302DA2-2585-1631MRP003-002</p> <p>Beginning Fiscal Year 16</p> <p>Ending Fiscal Year 17</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 31M</p> <p>Program (PRC) 302DA2</p> <p>Budget (BOC) 2585</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1631MRP003-002</p> <p>Quantity: 0</p> <p>Amount: \$52,998.00</p> <p>Percent: 11.90446</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>16-17-B-31M-302DA1-2585-1631MRP003-001</p> <p>Amount changed from \$3,000.00 to \$147,002.00</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO OF DOCUMENT BEING CONTINUED EP-W-14-020/0065/001	PAGE	OF
		3	3

NAME OF OFFEROR OR CONTRACTOR  
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Percent changed from 0 to 33.01973</p> <p>Delivery Location Code: HPOD Priscilla Halloran US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>FOB: Destination Period of Performance: 11/04/2015 to 03/31/2017</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 05/22/2016		4. REQUISITION/PURCHASE REQ. NO. PR-OLEM-16-00218	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		(x)		9A. AMENDMENT OF SOLICITATION NO.	
CODE 097779698		FACILITY CODE		9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-020 0065	
				10B. DATED (SEE ITEM 13) 11/04/2015	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule Net Increase: \$57,000.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 097779698

The purpose of this modification is to provide incremental funds in the amount of \$57,000 which brings the total estimated cost from \$200,000 to \$257,000.

TOCOR: Priscilla Halloran Max Expire Date: 03/31/2017


LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$57,000.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 05/22/2016

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-W-14-020/0065/002PAGE OF  
2 3NAME OF OFFEROR OR CONTRACTOR  
SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$257,000.00 Incremental Funded Amount changed: from \$200,000.00 to \$257,000.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$57,000.00 Incremental Funded Amount changed from \$200,000.00 to \$257,000.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-17-B-31M-302DA2-2585-1631MRP017-001 Beginning Fiscal Year 16 Ending Fiscal Year 17 Fund (Appropriation) B Budget Organization 31M Program (PRC) 302DA2 Budget (BOC) 2585 Job # (Site/Project) Cost Organization DCN-LineID 1631MRP017-001 Quantity: 0 Amount: \$57,000.00 Percent: 12.80339 Subject To Funding: N Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Delivery Location Code: HPOD Priscilla Halloran US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Continued ...</p>				

**CONTINUATION SHEET**

 REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 EP-W-14-020/0065/002

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 3 3

 NAME OF OFFEROR OR CONTRACTOR  
 SRA INTERNATIONAL, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	FOB: Destination Period of Performance: 11/04/2015 to 03/31/2017				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2 AMENDMENT/MODIFICATION NO		3 EFFECTIVE DATE		4 REQUISITION/PURCHASE REQ NO	
003		05/24/2016		PR-OLEM-16-00159	
6 ISSUED BY		CODE		7 ADMINISTERED BY (If other than Item 6)	
HPOD		HPOD		CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460					
8 NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)				(x) 9A AMENDMENT OF SOLICITATION NO	
SRA INTERNATIONAL, INC. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232					
				9B DATED (SEE ITEM 11)	
				X 10A MODIFICATION OF CONTRACT/ORDER NO	
				EP-W-14-020	
				0065	
				10B DATED (SEE ITEM 13)	
				11/04/2015	
CODE 097779698		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required):  
See Schedule Net Increase: \$6,500.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
X	D OTHER (Specify type of modification and authority) FAR 52.232-22

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office

14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

DUNS Number: 097779698

The purpose of this modification is to provide incremental funds in the amount of \$6,500 which brings the total estimated cost from \$257,000 to \$263,500.

TOCOR: Priscilla Halloran Max Expire Date: 03/31/2017

**LIST OF CHANGES:**

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$6,500.00

New Total Obligated Amount for this Award: \$263,500.00

Incremental Funded Amount changed: from

\$257,000.00 to \$263,500.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print)		16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Patrice L. Cunningham	
15B CONTRACTOR/OFFEROR	15C DATE SIGNED	15B UNITED STATES OF AMERICA	16C DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	05/24/2016

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 33 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO OF DOCUMENT BEING CONTINUED EP-W-14-020/0065/003	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
SRA INTERNATIONAL, INC.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: \$6,500.00</p> <p>Incremental Funded Amount changed from \$257,000.00 to \$263,500.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>16-17-B-31M-302DA2-2585-1631MRP015-001</p> <p>Beginning Fiscal Year 16</p> <p>Ending Fiscal Year 17</p> <p>Fund (Appropriation) B</p> <p>Budget Organization 31M</p> <p>Program (PRC) 302DA2</p> <p>Budget (BOC) 2585</p> <p>Job # (Site/Project)</p> <p>Cost Organization</p> <p>DCN-LineID 1631MRP015-001</p> <p>Quantity: 0</p> <p>Amount: \$6,500.00</p> <p>Percent: 1.46004</p> <p>Subject To Funding: N</p> <p>Payment Address:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>Delivery Location Code: HPOD</p> <p>Priscilla Halloran</p> <p>US Environmental Protection Agency</p> <p>William Jefferson Clinton Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3803R</p> <p>Washington DC 20460 USA</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 11/04/2015 to 03/31/2017</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE 03/30/2017		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 097779698		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-020 0065 10B. DATED (SEE ITEM 13) 11/04/2015	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
 See Schedule Net Decrease: -\$8,896.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22

**E. IMPORTANT:** Contractor ☒ is not ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 097779698

The purpose of this modification is to de-obligate \$8,896 in unused funds which brings the total obligated amount from \$263,500 to \$254,604..

TOCOR: Priscilla Halloran Max Expire Date: 03/31/2017

**LIST OF CHANGES:**

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: -\$8,896.00

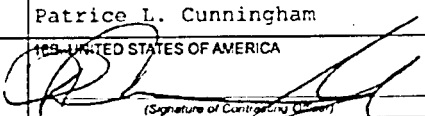
New Total Obligated Amount for this Award: \$254,604.00

Incremental Funded Amount changed: from

\$263,500.00 to \$254,604.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Patrice L. Cunningham	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 03/30/2017

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-020/0065/004	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR  
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: -\$8,896.00</p> <p>Incremental Funded Amount changed from \$263,500.00 to \$254,604.00</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>16-17-B-31M-302DA1-2585-1631MRP003-001</p> <p>Amount changed from \$147,002.00 to \$138,106.00</p> <p>Percent changed from 33.01973 to 0</p> <p>Delivery Location Code: HPOD</p> <p>Priscilla Halloran</p> <p>US Environmental Protection Agency</p> <p>William Jefferson Clinton Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3803R</p> <p>Washington DC 20460 USA</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p><a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a></p> <p>Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 11/04/2015 to 03/31/2017</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		<b>1 CONTRACT ID CODE</b>		<b>PAGE OF PAGES</b> 1   2	
<b>2 AMENDMENT/MODIFICATION NO</b> 005		<b>3 EFFECTIVE DATE</b> 06/08/2017		<b>4 REQUISITION PURCHASE REQ NO.</b>	
<b>5 PROJECT NO. (If applicable)</b>		<b>6 ISSUED BY</b> HPGD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		<b>7 ADMINISTERED BY (If other than Item 6)</b>	
<b>8 NAME AND ADDRESS OF CONTRACTOR (If street, county, State and ZIP Code)</b> SRA International, Inc. Attn: FLORIDA HENDRICKS 4300 FAIR LAKES COURT FAIRFAX VA 220334232		<b>9A AMENDMENT OF SOLICITATION NO.</b>		<b>9B DATED (SEE ITEM 11)</b>	
<b>9C DATED (SEE ITEM 13)</b> 11/04/2015		<b>10A MODIFICATION OF CONTRACT/ORDER NO</b> EP-W-14-020 0065		<b>10B DATED (SEE ITEM 13)</b>	
<b>CODE</b> 097779698		<b>FACILITY CODE</b>			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12 ACCOUNTING AND APPROPRIATION DATA (If required)** Net Decrease: -\$557.40  
See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

<b>CHECK ONE</b>	<b>A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A</b>
	<b>B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying off, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)</b>
	<b>C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF</b>
<b>X</b>	<b>D OTHER (Specify type of modification and authority)</b> FAR 52.232-22

**E. IMPORTANT:** Contractor ☒ is not ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)**

DUNS Number: 097779698

The purpose of this modification is to de-obligate \$557.40 in unused funds which brings the total obligated amount from \$254,604.00 to \$254,046.60.

TOCOR: Priscilla Halloran Max Expire Date: 03/31/2017

LIST OF CHANGES:

Reason for Modification: Funding Only Action

Obligated Amount for this Modification: -\$557.40

New Total Obligated Amount for this Award: \$254,046.60

Incremental Funded Amount changed: from

\$254,604.00 to \$254,046.60

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

<b>15A NAME AND TITLE OF SIGNER (Type or print)</b>		<b>16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</b> Patrice L. Cunningham	
<b>15B CONTRACTOR/OFFEROR</b>  (Signature of person authorized to sign)	<b>15C DATE SIGNED</b>	<b>16B UNITED STATES OF AMERICA</b>  (Signature of Contracting Officer)	<b>16C DATE SIGNED</b> 06/08/2017

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO OF DOCUMENT BEING CONTINUED EP-W-14-020/0065/005	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR  
SRA International, Inc.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: -\$557.40</p> <p>Incremental Funded Amount changed from \$254,604.00 to \$254,046.60</p> <p>CHANGES FOR ACCOUNTING CODE:</p> <p>16-17-B-31M-302DA1-2585-1631MRP003-001</p> <p>Amount changed from \$135,106.00 to \$137,548.60</p> <p>Delivery Location Code: HPOD</p> <p>Priscilla Balloran</p> <p>US Environmental Protection Agency</p> <p>William Jefferson Clinton Building</p> <p>1200 Pennsylvania Avenue, N. W.</p> <p>Mail Code: 3803R</p> <p>Washington DC 20460 USA</p> <p>Payment:</p> <p>RTP Finance Center</p> <p>US Environmental Protection Agency</p> <p>RTP-Finance Center (AA216-01)</p> <p>109 TW Alexander Drive</p> <p>www2.epa.gov/financial/contracts</p> <p>Durham NC 27711</p> <p>FOB: Destination</p> <p>Period of Performance: 11/04/2015 to 03/31/2017</p>				